



vision

DEPARTMENT OF HUMAN SERVICES

ALL HANDS MEETING



How the ERP application has changed business at the Department of Human Services

- ERP has caused all units in the Department to collaborate, increasing greater accountability, checks and balances and transparency with the implementation of our workflow.
- Electronic processing has reduced processing time
- Eliminated the preparation of the 11 page requisition



How the ERP application has changed business at the Department of Human Services

- Helps to improve the archiving and retention of all documents for audit purposes.
- Will ultimately help to reduce audit findings
- In addition to the DHS fiscal staff, the program staff can now easily access data through the inquiry module and have real time data for improved management decision-making



New Policies and Procedures

- DHS Fiscal Office Accountants are providing on going in-service training on an individual and group basis to the program staff
- In-Service Training will be provided to the St. Croix DHS staff this week.



Upcoming Plans/ Recommendations

- Reconciliation Training will be provided to the DHS Fiscal Office Staff
- Education for our Vendors is critically needed to inform them of the new ERP Procedures
- DHS will create an information brochure for current and new vendors about the ERP Process



Who to contact with questions

Doria Hobson
Deputy Commissioner
Fiscal & Administrative Operations
340-774-1230 Ext 4134